

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

OFFICE ADMINISTRATOR IV - 29994

Monthly Salary Range: \$3647 - \$5342

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| Option 1 – General | Option SS1 - Spanish Speaking (General) |
| Option 2 - Typing | Option PO1 - Slavic (Polish) Speaking |
| Option 3 - Dictation | |

Select options of your choice.

General duties: An Office Administrator IV supervises a small to moderate staff of subordinates engaged in complex, specialized paraprofessional or technical functions requiring substantial originality, responsibility and technical knowledge and comprehension of the agency program and/or applications; or, supervises a large staff of subordinates engaged in performing a variety of complex, specialized clerical functions requiring the application of agency policies and procedures and independent judgement and initiative in distinguishing among variables and identifying applicable standards and/or performing paraprofessional/technical secretarial and office support functions involving the application of advanced technical knowledge of a major software application program and/or a combination of high level clerical and low level professional work; or, performs complex, specialized paraprofessional or technical functions requiring substantial originality, responsibility and technical knowledge and comprehension of the agency program and/or applications while also supervising a small staff engaged in a variety of complex, specialized clerical functions requiring the application of agency policies and procedures and independent judgement and initiative in distinguishing among variables and identifying applicable standards or engaged in paraprofessional/technical secretarial and office support functions involving the application of advanced technical knowledge of a major software application program and/or a combination of high level clerical and low level professional work; or, supervises through a subordinate Office Administrator II, an extremely large staff of employees performing routine clerical filing, document processing and/or general office support functions of limited variety and controlled by established work procedures and methods. In all instances, exercises full line supervisory authority and responsibility; assigns and reviews work of subordinates, prepares, conducts and signs employee performance evaluations, adjusts grievances, and effectively recommends and imposes disciplinary action.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

4-16-89 (MS-11 \$2611–5454);(RC 028-14B) Salary 4-1-16, TX 6-3-02, Added PO1 Opt 1-24-14
Counties Updated 8-21-15, Removed all MC, SS1 & SS3 Options 4-19-10, Added SS1 Opt 1-22-13;
Counties Updated 9-23-16

Desirable training and experience: Completion of two years of secretarial/business college and two years of office experience; or completion of high school and four years of Office Assistant experience; or four years of independent business experience; or equivalent training and experience.

Knowledges tested: Office practices and procedures; Public contact; Records management; Supervision; Advanced supervisory techniques.

Test and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Options 2, 3 and SS2 the candidate must demonstrate ability to type from copy at a minimum net rate of 30 words per minute. Option 3 also requires that the candidate must demonstrate ability to take dictation at 80 words per minute.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Equipment for Performance test: Typing and dictation tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers. Candidates desiring to use stenotype machines for the dictation test are required to furnish their own stenotype machines.

Length of eligibility: One year.

Option SS-Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option PO1 – Slavic (Polish) Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Slavic (Polish) and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which Option 1 positions are established: Adams, Champaign, Cook (SS)(PO), Kane, Lake, LaSalle, Macon, Madison, Peoria, St. Clair, Sangamon, Will, Williamson, Winnebago.

Counties in which Option 2 positions are established: Cook, Kane, Pike, Randolph, St. Clair, Sangamon, Will, Woodford.

Counties in which Option 3 positions are established:

(SS) Indicates Spanish Speaking Option is also established in that county.

(PO) Indicates Slavic (Polish) Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.